



Scheduling an Event Exceeding Pandemic Capacity

Definitions

Special Activity Authorization Request Form (SAARF): Is required to reserve a University space for all campus events, university sponsored and non-university sponsored. This form is initiated through Central Reservations.

Central Reservations: Located in the University Student Union, 150 Office Suite, responsible for processing SAARF for University Student Union facilities, scheduling of outdoor facilities, and scheduling of classrooms outside of academic use.

Covid-19 Response Team (CRT): A sub-committee of the University Emergency Management Team focused on response and protocols for the University during the COVID-19 pandemic.

Event Manager/Customer: Individual identified on the SAARF as the person requesting the event and responsible for the event.

Facility Manager: Individual responsible for scheduling facilities not under the oversight of Central Reservations i.e. athletics, museums, McCrory Gardens, etc.

Event Management Plan: The document attached to the SAARF if an event is being requested which exceeds the maximum pandemic capacity of events per the JacksRBack (JRB) Event protocols.

Procedure for Requesting Event Exceeding Maximum JRB Event Capacity on University Property

1. Customer/Event Manager contacts Central Reservations or Facility Manager (if Central Reservations is not the scheduler of the facility).
2. Central Reservations or Facility Manager issues the SAARF plus the Event Management Plan to customer if facility is available at the date/time requested along with instructions to complete the process.
3. If the SAARF is approved by Central Reservations or Facility Manager, the approved SAARF and Event Management Plan is sent to the CRT for review by Central Reservations or Facility Manager. CRT conducts review of SAARF and Event Management Plan.

4. CRT issues decision regarding the Event Management Plan. Decision may be one of the following:
 - a. CRT works directly with event manager for any edits to the Event Management Plan to comply with JRB Event protocols.
5. CRT issues decision regarding the Event Management Plan. Decision may be one of the following:
 - a. Approved
 - b. Approved with Edits
 - c. Approved Not to Exceed Pandemic Capacity
 - d. Denied
6. CRT will communicate decision in writing to Central Reservations or Facility Manager.
7. Central Reservations or Facility Manager communicates to Event Manager/Customer the final decision.
8. Central Reservations or Facility Manager follows regular protocols for recording event in EMS system.
9. Event Manager has the responsibility to inform or obtain approval of University leadership of event plans as appropriate.
10. Event Manager holds event (or cancels event) following JRB Events Protocols.

Procedure for Requesting Event Exceeding Maximum JRB Event Capacity NOT on University Property

1. Event Manager completes the Event Management Plan and submits to CRT.
 - a. CRT works directly with Event Manager for any edits to the Event Management Plan to comply with JRB Event protocols.
2. CRT conducts review of Event Management Plan.
 - a. Approved
 - b. Approved with Edits
 - c. Approved Not to Exceed Pandemic Capacity
 - d. Denied
3. CRT issues decision regarding the Event Management Plan. Decision may be one of the following:
4. CRT will communicate decision in writing to Event Manager.
5. Event Manager has the responsibility to inform or obtain approval of University leadership of event plans as appropriate.
6. Event Manager holds event (or cancels event) following JRB Events Protocols.